WORK FORCE INFORMATION SYSTEM REPORTS (WFIS)

The Work Force Information System (WFIS) is a formal electronic report used to report Employment, Compensation, Benefits, Hours, Work Force Restructuring, and Labor Relations information to the Department of Energy. WFIS was developed by the <u>Office of Worker and Community Transition</u> and serves as the informational tool that supports contractor work force planning for the Department. WFIS is the central location for the collection, processing, and dissemination of Work Force Budget projections as well as Human Resource Statistical Data for all Department of Energy Prime Contractors, Integrated Subcontractors, and other Designated Contractors. It was determined that WFIS Data would provide basis for:

- ♣ Analyzing the Work for Composition and Fluctuation to assist in the Work Force Budget projections.
- Providing a tool for evaluating contractors' performance in Human Resource Management
- Providing a tool for evaluating the implementation of the contractor's Work Force Restructuring plan.
- ♣ Reviewing the reasonableness of Employee Compensation for Wages and Salaries; Welfare Benefits (Statutory and Non-Statutory); and Retirement Programs which provide for the Employees' Health and Welfare.
- ♣ Reviewing the magnitude and reasonableness of Expenditures for Welfare Benefits (Statutory and Non-Statutory).
- Providing information on Wages, Conditions of Employment, and other Fringe Benefits for all Bargaining Unit Contractor Employees.
- ♣ Assuring continuity of certain vital operations.
- ★ Keeping Headquarters appraised of significant Labor-Management developments at the DOE contractor sites.

This information is also provided for reoccurring and special reports to other departmental elements, Congress, General Accounting Office, Federal Executive Agencies, Office of Management and Budget, the Inspector General, and the general Public.

The sensitive nature of information collected through the WFIS system is recognized by DOE and will be treated as such. Moreover, the information on the following reports will be treated as proprietary information:

- ♣ Collective Bargaining Agreement Calendar
- Report of Settlement
- Report of Contractor Expenditures and Employee Supplementary Compensation

WFIS has seven selections which are:

- ♣ Work Force Restructuring (Due Annually)
- Labor Relations Calendar (Update only when a new CBA is reached)
- Labor Relations Wage and Benefits (Annual Update as part of calendar)
- ♣ Compensation and Benefits (Annual update due no later than 3/15)
- ♣ Equal Employment Opportunity (Due Quarterly 12/31, 3/31, 6/30, and 9/30)
- ♣ Common Occupational Classification System (COCS) (Annual as of 9/30)
- **♣** Employment by Programs (Monthly)